

§ 101-17.100

urbanizing areas have a population density of more than 100 square mile.

[45 FR 37203, June 2, 1980]

Subpart 101-17.1—Assignment of Space

§ 101-17.100 Scope of subpart.

This subpart prescribes the responsibilities and procedures which are applicable to the assignment of space to Federal agencies and other entities entitled to occupy space in Government-owned and -leased buildings.

§ 101-17.101 Requests for space.

(a) Except as provided in § 101-17.101-2, Federal agencies shall satisfy their space needs by submitting a Standard Form 81, Request for Space, to the GSA regional office responsible for the geographic area in which the space is required. A listing of GSA regional offices and the areas they service is shown in § 101-17.4801.

(b) Heads of executive agencies shall:

(1) Cooperate with and assist the Administrator of General Services in carrying out the Administrator's responsibilities with respect to buildings and space, recognizing the requirement that primary consideration be given to locating within the central business area in urban areas

(2) Give the Administrator of General Services early notice of new or changing space requirements;

(3) Economize in their requirements for space; and

(4) Review continuously their needs for space in and near the District of Columbia, taking into account the feasibility of decentralizing services or activities which can be accomplished elsewhere in the Nation without excessive costs or significant loss of efficiency.

[39 FR 23196, June 27, 1974, as amended at 45 FR 37203, June 2, 1980]

§ 101-17.101-1 Form of request.

Space requests, except those for space in proposed buildings included in the Public Buildings Construction Program, shall be submitted on Standard Form 81, Revised, Request for Space. (See § 101-17.4901-81, Request for Space). Requests for space in buildings pro-

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posed for construction shall be submitted to GSA on GSA Form 144, Space Requirements. (See § 101-17.4902-144.)

§ 101-17.101-1a Type of request.

The type of request shall be indicated on Standard Form 81, Request for Space.

(a) An initial request means a request for space in a location where an agency does not presently occupy any space or where space is required for new agencies or new missions of existing agencies.

(b) A supplemental request means a request for space in a location where an agency already occupies space but needs additional space to provide for expanding program responsibilities.

(c) A replacement request means a request for space to replace that occupied by an agency as a result of a relocation or a consolidation of agency activities.

§ 101-17.101-1b Certification of request.

The need for space requested, the number of personnel listed, and the availability of funds, as appropriate, for reimbursement to GSA shall be certified by an authorized official of the requesting agency on the Standard Form 81. When applicable, the certification will also state that the request is in compliance with §§ 101-17.103, 101-18.107, and 101-19.101 which require the requesting agency to submit documentation that the availability of low and middle income housing in the delineated area has been cleared with the Department of Housing and Urban Development.

§ 101-17.101-2 Exceptions to submitting requests for space.

Standard Form 81 need not be filed by Federal agencies when the space desired or to be acquired is:

(a) General purpose space of 2,500 square feet or less falling within the geographical area where leasing authority has been delegated to the agency. (See § 101-18.104.)

(b) Special purpose space of 2,500 square feet or less irrespective of geographical location.

(c) Space acquired by the U.S. Postal Service.